

**Consulate General of India
Hong Kong**

VACANCY NOTICE

Applications are invited for the following vacancy:

Job Title: Messenger/ Office Attendant (**No. of Vacancies- 01**)

Address: 16/F , United Centre, 95 Queensway, Admiralty, Hong Kong.

Responsibility/ Nature of Work:

1. Distribution of dak / files/ letters within the office and outside.
2. Prepare and collect dak / letters for the post office.
3. Faxing/Photocopying/Distributing letters/papers etc.
4. Any other ad-hoc work assigned.
5. Help in arrangement of furniture for official functions/movement of books, small boxes, bags etc. for official purposes.

Desired Qualification:

1. Basic understanding of English language is preferable.
2. Valid visa/permission to work in Hong Kong.

Terms:

Starting salary is HKD 9000 per month with additional benefits like monthly 9 % cost of living allowance (COLA), annual increments, Yearly Bonus, Mandatory Provident Fund (MPF), 21 Annual Leaves and 30 Sick Leaves per year. Office timings are 09:00 am to 05:30 pm from Monday to Friday (Lunch break 01:00 pm – 01:30 pm)

Interested applicants should have Hong Kong Permanent ID or valid visa/permission to work in Hong Kong. Applications can be sent to Administration Wing along with bio-data and a copy of valid Hong Kong ID/Resident visa by 31th October, 2024 by e-mail at admin.hongkong@mea.gov.in, by post or by hand at Unit A, 16/F , United Centre, 95 Queensway, Admiralty, Hong Kong. For any clarification, applicants may call on telephone No. 39709926.